



School Finance Memorandum 18-058

State of Arizona Department of Education

TO: Superintendents, District Business Managers, Charter Business Managers,
Charter Holders, and Administrators

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: May 17, 2018

School Closure Update

Please see School Finance [Memorandum 18-054](#) for an important update regarding the School Closures during the teacher walkout earlier in May. LEAs are required to certify that students will receive the amount of instructional time, number of courses, and correct FTE to comply with A.R.S. § 15-901.

Maintenance and Operations Declaration Form

The Federal and State Maintenance & Operations Declaration Form for FY 2019 is available. This is to be completed by charter holders who receive, or expect to receive, monies other than state equalization assistance for the basic maintenance and operations of their schools in FY 2019.

School Finance [Memorandum 18-056](#) provides additional details on who should complete the form. If you do not have monies to report, please do not submit the form to ADE.

Form submission deadline is **July 6, 2018 @ 4:30 pm**.

Fiscal Year 2019 Calendar in AzEDS

Instructional Calendars for FY 2019 are due July 6, 2017 and will be collected via AzEDS. Please see the School Finance [Memorandum 18-057](#) for details.

LEAs are currently able access the LEA Calendar Application in Common Logon, however this application will not be used for FY 2019.

200-Day Calendar Deadline is 6/1/2018

LEAs intending to operate a 200-Day Calendar pursuant A.R.S. § 15-902.04 must have their requests and forms submitted by 6/1/2018. Please see the School Finance [Memorandum 18-055](#) for details.

Fiscal Year 2019 Charter Estimated Counts

Charter Estimated Counts is now open for all charter districts planning to operate in Fiscal Year 2019 to submit estimates of their ADM (Average Daily Membership) for FY2019. The application will close on July 13, 2018 at 4:30 pm. The data within Estimated Counts on July 13, 2018 will be used as the basis for the August 1 state aid disbursement for FY2019.

Please see School Finance [Memorandum 18-057](#) for submission instructions and future deadlines.

If you have questions regarding the submission, please email SFAlystTeam@azed.gov.

Important Reminder: Reconcile ADE AzEDS Data to your SIS Data

Remember to reconcile the data that is in your student information system (SIS) with the data in AzEDS. Funding for future payments will be determined by the data that is in AzEDS, not your SIS. If there is a discrepancy in the data, the data in AzEDS will still be used as the basis for future payments. Data should be reconciled monthly, at a minimum.

Note: The most critical time to verify data reconciliation is prior to the data capture deadline. Visit <http://www.azed.gov/finance/2017/06/29/fy-2018-monthly-payment-andazeds-processing-schedules/> for monthly schedules.

Here are a few reports to review on a regular basis:

- AzEDS Data Verification Reports (STUD10, STUD15)
- Student Integrity Status Report (INTEG15)
- Post ACE Reports (ADM15, ADM20, SPED20, ELL20)

These reports can all be found within your AzEDS portal via <http://www.azed.gov/ADEConnect/>

If you need assistance with reconciling your AzEDS reports, email the SFAlystTeam@azed.gov

Please visit our website for additional resources and trainings:

- Wednesday Workshops: <http://www.azed.gov/finance/wednesday-workshops/>
- School Finance Fridays: <http://www.azed.gov/finance/school-finance-fridays/>

Payment Updates

Rural Assistance: The second payment of FY18 Rural Assistance has been distributed. The first payment was distributed in January 2018, and it was 70% of the \$2.6 million. The FY18 Rural Assistance was reallocated and the second payment distributed the remaining 30%. Payment 2 amounts can be seen here: <http://www.azed.gov/finance/files/2018/04/FY18-Rural-Assistance-Payment-2.pdf>

Budget Update

May 2018 BUDG25 Reports:

The May BUDG25 report is posted. Please email the budget team with any budget-related questions or concerns at SFBudgetTeam@azed.gov.

General Updates

Email Distribution:

If you are not receiving updates via email and you would like to, please email schoolfinance@azed.gov with your name, email, school, position and telephone number. If you have more than one person you would like to receive emails, please include their information as requested above. If you have any questions, please email schoolfinance@azed.gov or call 602-542-5695.

School Finance Hot Topics

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on the web page <http://www.azed.gov/finance/category/hot-topics/>. These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>

Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- **General Updates:** Email schoolfinance@azed.gov
- **AzEDS/SAIS/ADM, SDER, and Transportation:** Email the School Finance Operations team at SFAlystTeam@azed.gov
- **Payment:** Email the School Finance payment team at SFPaymentTeam@azed.gov
- **Budget:** Email the School Finance budget team at SFBudgetTeam@azed.gov

Other Areas within ADE

- **Title I, Maintenance of Effort, Stephanie Washington**
Stephanie.Washington@azed.gov, Education Program Specialist, Tel: (602) 542-7466
- **IDEA, ESS, Maintenance of Effort, ESSFunding@azed.gov**, 602-542-3851
- **ADE Support**, 602-542-7378, option 1 or 1-866-577-9636, option 1
- **Grants Management**, Toll Free (844) 893-9789 or locally (602) 542-3901
- **ESA**, 602-364-1969

Please let us know what we can do to better assist you. Send your suggestions to SchoolFinance@azed.gov and in the subject line type SUGGESTIONS.